



Figure 42: Delete Contents dialog

Replacing data

To completely replace data in a cell and insert new data, select the cell and type in the new data. The new data will replace the data already contained in the cell and will retain the original formatting used in the cell.

Alternatively, click in the Input line on the Formula Bar, then double-click on the data to highlight it completely and type the new data.

Editing data

Sometimes it is necessary to edit the contents of a cell without removing all of the data from the cell. For example, changing the phrase “Sales in Qtr. 2” to “Sales rose in Qtr” can be done as follows.

Using the keyboard

- 1) Click in the cell to select it.
- 2) Press the *F2* key and the cursor is placed at the end of the cell.
- 3) Press the *Backspace* key to delete any data up to the point where you want to enter new data.
- 4) Alternatively, use the keyboard arrow keys to reposition the cursor where you want to start entering the new data in the cell, then press the *Delete* key or *Backspace* key to delete any unwanted data before typing the new data.
- 5) When you have finished editing, press the *Enter* key to save the changes.



Tip

Each time you select a cell, the contents are displayed in the Input line on the Formula Bar. Using the Input line may be easier when editing data.

Using the mouse

- 1) Double-click on the cell to select it and place the cursor in the cell for editing.
- 2) Reposition the cursor to where you want to start editing the data in the cell.
- 3) Alternatively, single-click to select the cell, then move the cursor to the Input line on the Formula Bar and click at the position where you want to start editing the data in the cell.
- 4) When you have finished, click away from the cell to deselect it and the editing changes are saved.